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NNotes & QQuotes

18 November 1988

OL REASSIGNMENTS

Name	Office of New Assignment
25X1	MPSS/DI
25X1	EUR/LOGS
25X1	MMB/TLG/FND/OC

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PROMOTIONS

Congratulations are in order for the following employees who were promoted, effective 6 November 1988:

Name	Promoted to
25X1	WG-06
	WG-05
	WG-06
	WG-07
	WG-07
	WG-08
	WG-05
	WG-08

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EXCEPTIONAL PERFORMANCE AWARDS

25X1 On 2 November 1988, **Jr.** received an Exceptional Performance Award for his significant contributions as Contracting 25X1 Officer, Vince was recognized for his effective handling of contractual matters which, in other components of equivalent workload and complexity, would have three or more contracting officers assigned. His level of performance remained high from the initiation of FY-88 contracts to their completion. Vince's professionalism and can-do approach in supporting contractual actions has been critical to the overall success of

On 15 November 1988 Logistics Officer, Office of Personnel (OP), was presented an Exceptional Performance Award for her outstanding support of OP's relocation to the New Headquarters Building. Karen worked closely with OP and OL components in coordinating space allocation and design and power requirements. Karen's attention to detail and hard work were all done in the spirit of 25X1 cooperation and service to OP

25X1
25X1

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25X1

On 17 November 1988, [redacted] Procurement Assistant, Small Purchases
25X1 Branch [redacted] was presented an Exceptional Performance Award for her outstanding contributions from October 1986 to present. Frances is responsible for reviewing and analyzing requests to determine appropriate source of supply. She acts as liaison between
25X1 vendor and customer in resolving problems that may arise through the procurement process. Frances willingly accepts the need to work long and very demanding hours in order to carry out
25X1 OL's mission [redacted]

****

ACADEMIC TRAINING

25X1 OL is pleased to announce that [redacted]
25X1 of the Agency Contracts Group has been chosen for full-time academic training at George Mason University. Congratulations Sharon!!!!!!

25X1 *******

1989 COMBINED FEDERAL CAMPAIGN

25X1 [redacted] OL's Combined Federal Campaign (CFC) Chairperson, reported that OL has reached 89 percent of its goal of $23,533. As of 17 November, a total of $25,638 has been forwarded to the CFC Fund Drive Office. Of that total dollar figure $20,878 represents donations to CFC; $3,046 to EAF; and $1,714 to PSAS. The Fund Drive office will be providing dollar figures from Confidential returns as soon as the information has been entered into the database. An update will be provided in the Notes and Quotes when final figures are
25X1 available. [redacted]

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NEED A PICTURE FOR THE OFFICE?

25X1 The Standards Branch, Space Planning Division/FMG, has more than 18 pictures available for decorating offices. Pictures may be picked up in 2E20 Headquarters Building, on a first-come, first-served basis, by logistics officers only, and must be entered on property records as
25X1 personal appeal items. [redacted]

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OL MOVES OSO OFFICE TO NEW HEADQUARTERS BUILDING

On 10 November, OL moved 19 OSO employees from the Original Headquarters Building to the 2nd floor, North Tower, New Headquarters Building. The move went extremely well and OSO is quite pleased with their new space. [redacted]

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TRASH CHUTES IN NEW HEADQUARTERS BUILDING

The trash chutes in the North and South Towers, New Headquarters Building, have been successfully tested and will be placed into service once accepted and approved by OL and the General Services Administration [redacted]

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[redacted]

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OPEN SEASON FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM

Representatives from the Office of Personnel will be available in the Lobby on the second floor of [redacted] from 0900–1500 hours on 28 November and from 0900 to 1200 hours on 29 November to answer any questions on the Federal Employees Health Benefits Program. If you wish to make any changes, you may do so at this time. Those employees who do not wish to make a change in current enrollment do not need to take any action during this open season. (See [redacted] dated 9 November 1988, for more details.)

25X1

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CHRISTMAS PARTY

Responses are back and the consensus is that OL employees want a Party. The OL Christmas party is scheduled for 15 December at the Page Annex. Please contact [redacted] 25X1
[redacted] if you wish to 25X1
volunteer to help organize this year's event [redacted] 25X1

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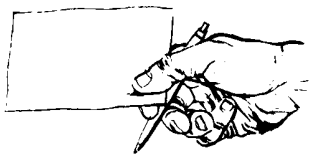
QUOTE FOR THE DAY

Goals are dreams with deadlines.
Diana Scharf Hunt

****

DEAR GARY



Question—When an employee takes leave to tend to a sick family member, is that considered sick leave or annual leave?

Answer—Annual leave. Sick leave can only be claimed under specified circumstances when that family member has a contagious disease.

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ONE INDIVIDUAL CAN MAKE A DIFFERENCE

The Director of Logistics extends a sincere ***"well done"*** to the following employees who, by their outstanding performance, have not only received acknowledgment from OL customers but have helped to enhance the ***"can-do"*** image of our office:

25X1 In a letter of appreciation from [redacted] Director, Security Evaluation Office (SEO),
25X1 dated 7 November 1988 [redacted] Logistics Officer, was commended for his response to all of SEO's needs in the installation of simplex locks and alarm systems, and in the coordination of all
25X1 painting, repairs and electrical work needed for their temporary space. [redacted] stated that
25X1 Rufus is a credit to OL, conveying a professional, positive image [redacted]

25X1 [redacted] of the Executive Dining Room was commended in a note of appreciation from
25X1 [redacted] Office of the Director of CIA, dated 1 November 1988, for all the nice things done for
25X1 the DCI's office [redacted] stated that Barbara's many kindnesses are greatly appreciated. [redacted]
25X1 [redacted]

25X1 A letter of appreciation from [redacted] CIA Liaison Officer, Defense Intelligence College,
25X1 DOD, dated 8 November 1988, acknowledged [redacted] and **members of the Executive Dining Room Staff (EDR)**, for their outstanding hospitality shown to the Defense Attache
25X1 training class while at Headquarters for briefings. [redacted] stated that Barbara and Tom were extremely flexible in configuring the EDR to meet the needs of the group. Mr. R. M. Huffstutler, Deputy Director for Administration, added his thanks in a note to Barbara and Tom stating their
25X1 ***"can-do"*** attitude and efficiency are a credit to the DA. [redacted]

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25X1
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